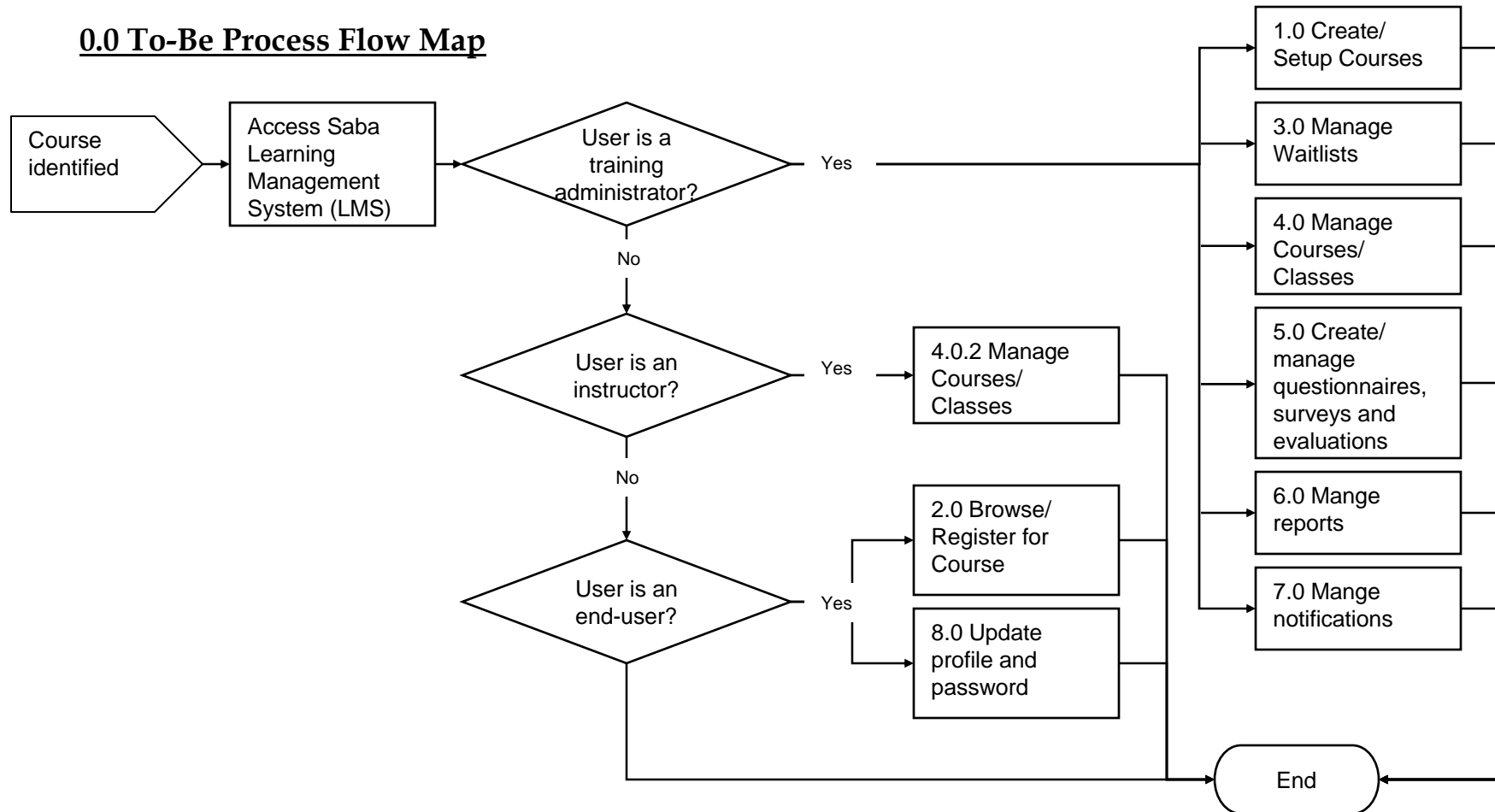


Overview of To-Be Process Flow

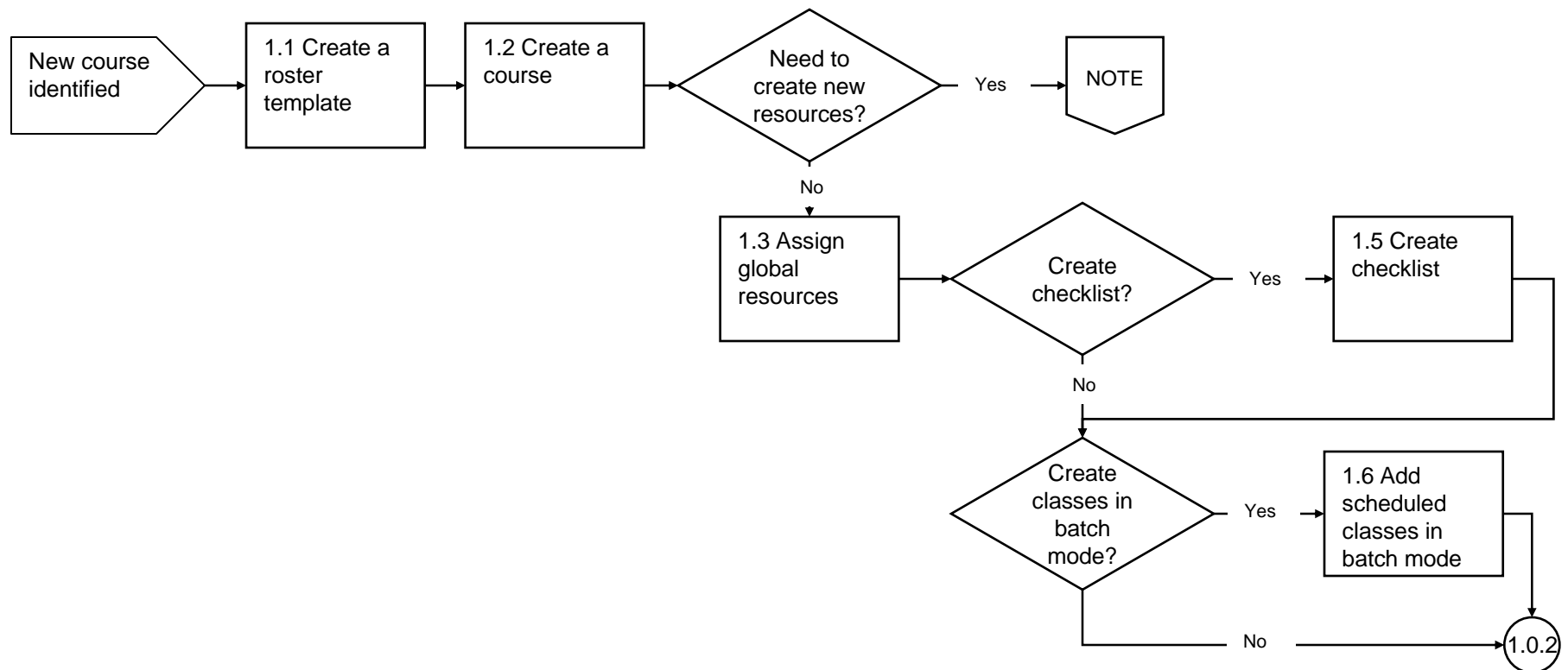
0.0 To-Be Process Flow Map



To-Be Process Flow

1.0.1 Creating/Setting-up Courses (Training Administrator – SFA University staff)

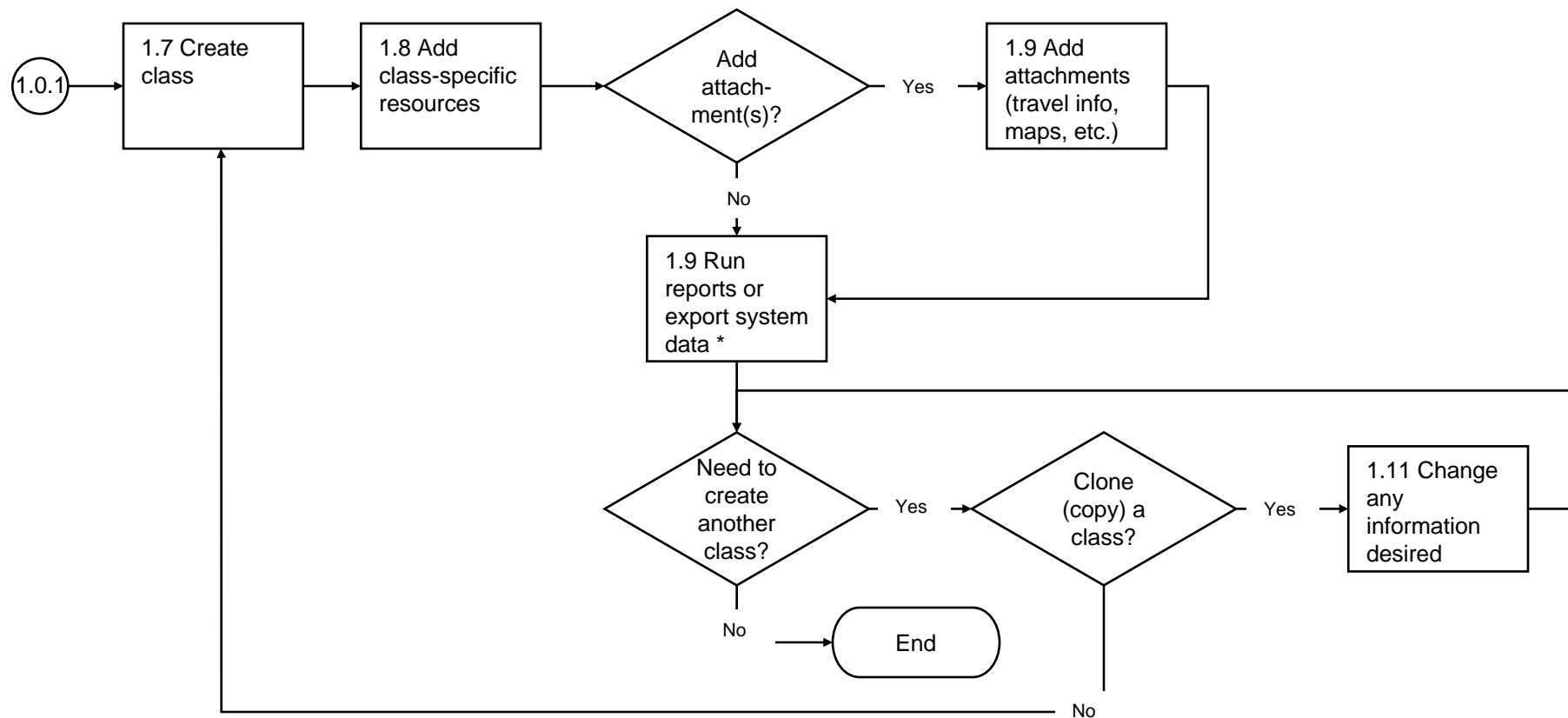
The following process flow has been designed to represent the process of preparing for a course using the LMS.



NOTE: Creation of new resources should be completed prior to beginning the creation of a course and subsequent classes. The Resource web-module is used for this task.

To-Be Process Flow

1.0.2 Creating/Setting-up Courses (Continued)



* Reports generate nametags, table tents, class roster, and class profiles.

To-Be Process Flow

description

.0 Creating/Setting-up Courses - This process flow depicts the process of creating courses and classes in the LMS.

Functional Requirements:

- The ability to create a course in the course catalog and create classes pertaining to this course.
- The ability to generate reports pertaining to class preparation (nametags, table tents, roster, class profile).

Modules:

Catalog & Classes (web-based modules)

Data Requirements:

All pertinent course data and class data

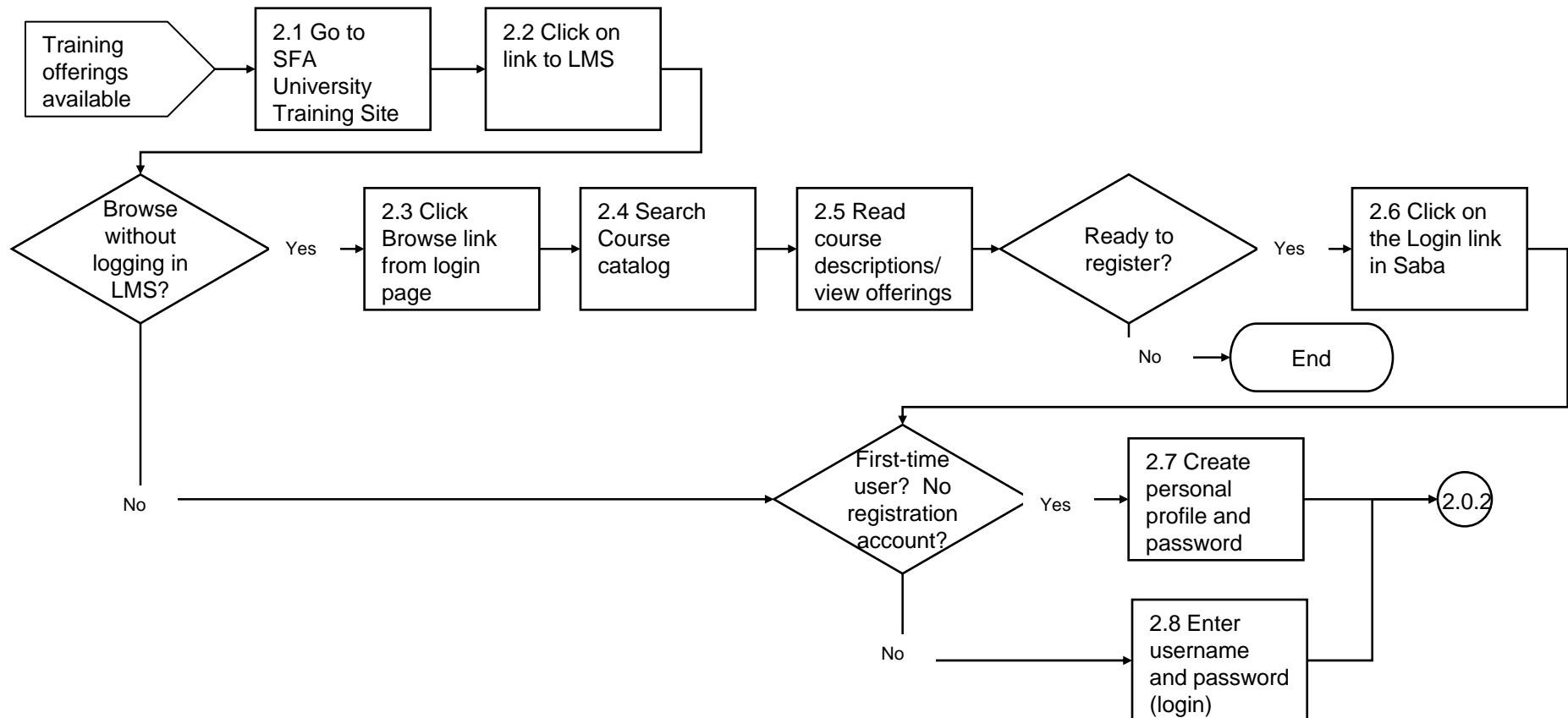
Notifications:

-

To-Be Process Flow

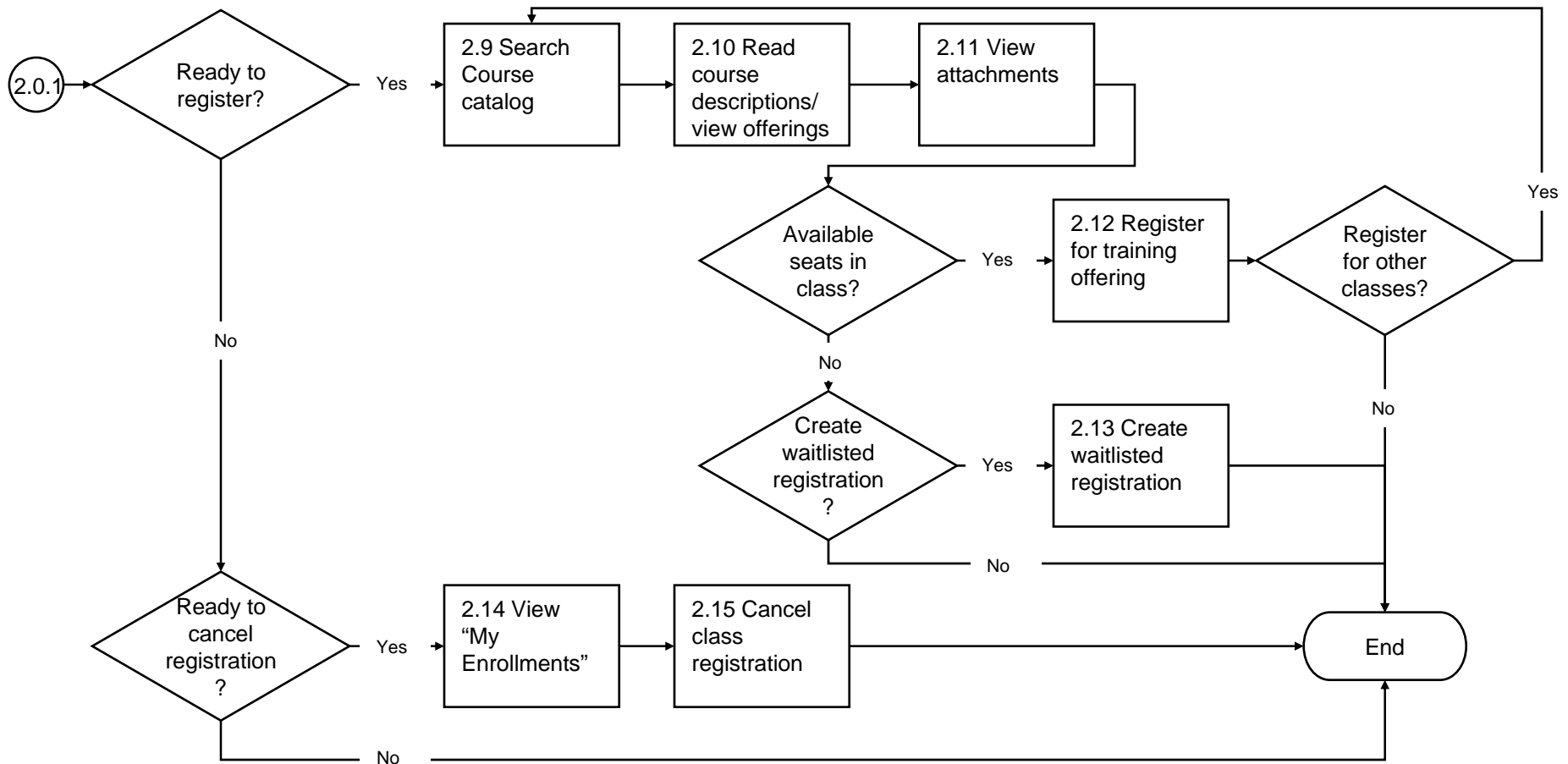
2.0.1 Browsing and Registering for Courses (End User)

The following process flow has been designed to represent the process of end users browsing and registering for a course using the LMS.



To-Be Process Flow

2.0.2 Browsing and Registering for Courses (Continued)



To-Be Process Flow

escription

.0 **Browsing and Registering for Courses** - This process flow depicts the process of browsing and registering for a course from an end-user perspective.

unctional Requirements:

The ability to browse the Course catalog and register for a class.

odules:

My Home (web-based module)

ata Requirements:

None

otifications:

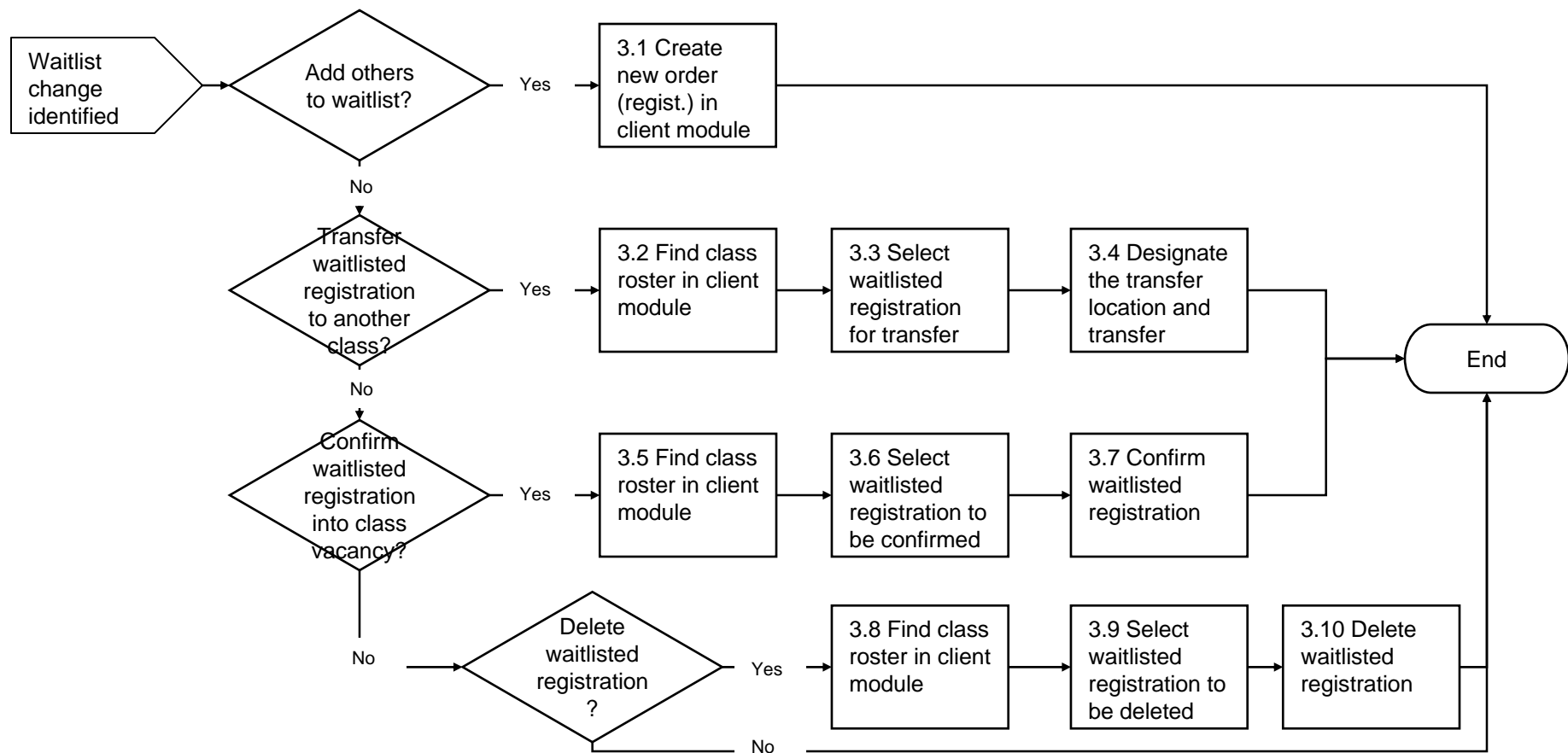
- registration confirmation for course sent to registrant
- registration cancellation confirmation for course sent to cancelled registrant
- waitlisted registration confirmation for course sent to waitlisted registrant

initial login notification from Jamcracker sent when user creates registration account

To-Be Process Flow

3.0.1 Managing Waitlists (Training Administrator – SFA University staff)

The following process flow has been designed to represent the process of managing waitlists using the LMS.



To-Be Process Flow

description

.0 **Managing Waitlists** - This process flow depicts the process of managing waitlists in the Sales & Marketing client module.

unctional Requirements:

- he ability to locate a waitlist for a class in the Sales & Marketing client module, transfer waitlisted registration to another class, confirm waitlisted registration into an open class slot, and delete waitlisted registration.
- he ability to create an order in the Sales & Marketing client module.

odules:

Catalog, Classes, and Instruction (web-based modules)

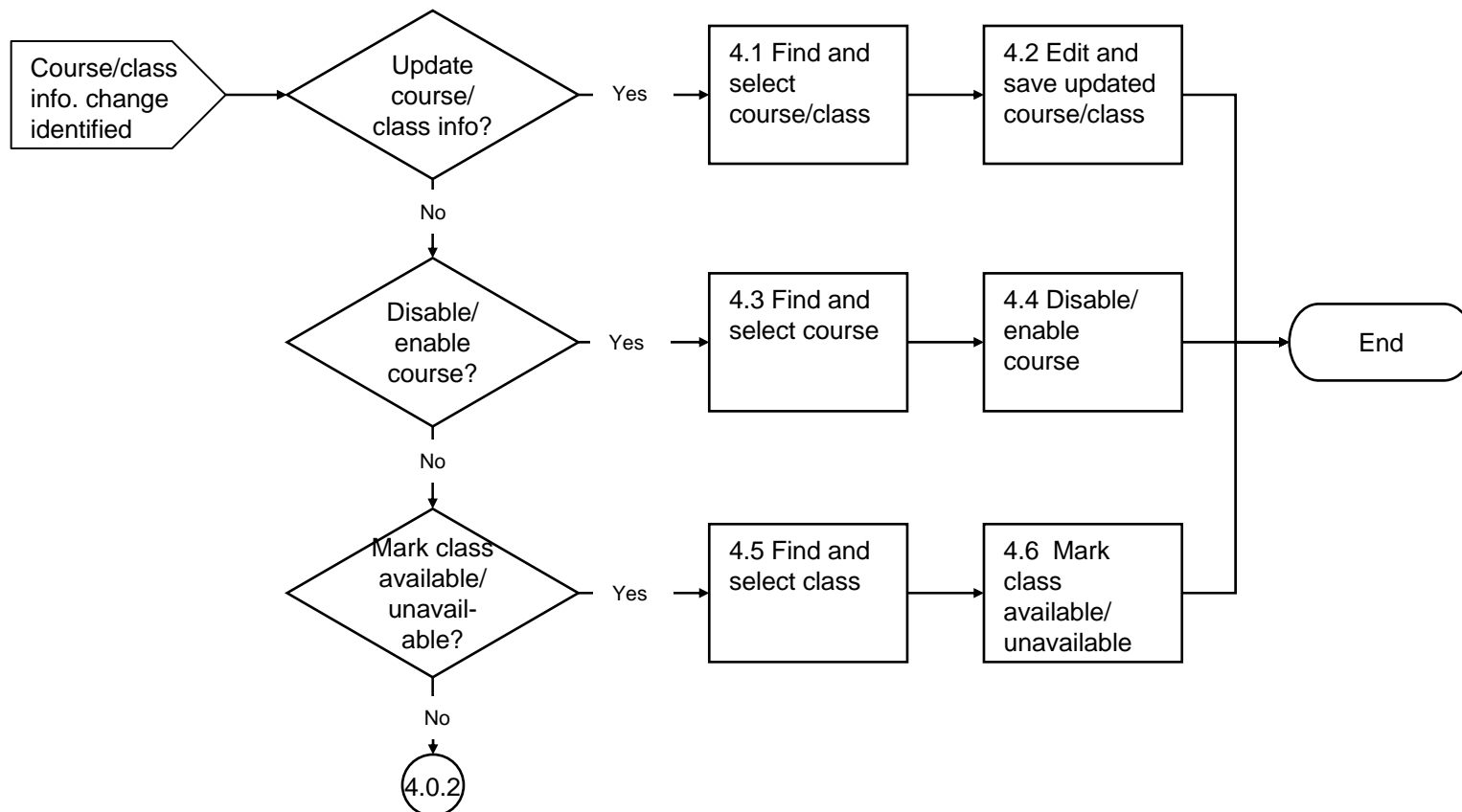
ata Requirements:

- All updates pertaining to courses and classes
- lass attendance information

To-Be Process Flow

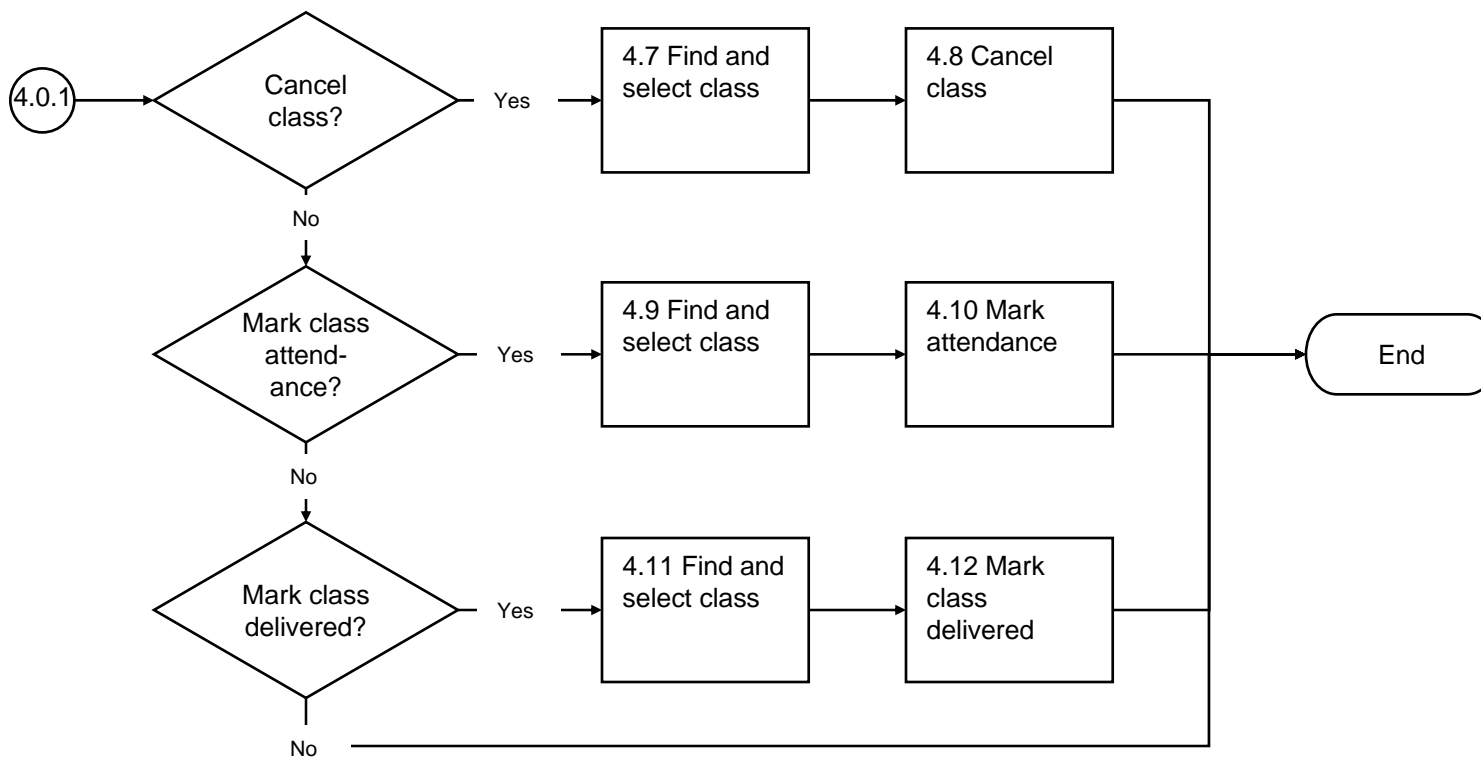
4.0.1 Managing Courses & Classes (Training Administrator – SFA University staff & Training Officer)

The following process flow has been designed to represent the process of managing a course and its classes using the LMS.



To-Be Process Flow

4.0.2 Managing Courses & Classes (Continued)



Note: Within the guidelines of the identified role descriptions, the Training Officers would perform the steps depicted on this page. The Training Administrator would not bear responsibility for completing these steps.

To-Be Process Flow

description

.0 Managing Courses & Classes – This process flow depicts the process of managing courses and classes in the course catalog.

Functional Requirements:

The ability to locate a course/class in the course catalog, update course/class information, disable and enable a course, mark a class unavailable and available, cancel a class, mark class attendance, and mark a class “delivered.”

Modules:

Catalog, Classes, and Instruction (web-based modules)

Data Requirements:

- All updates pertaining to courses and classes
- Class attendance information

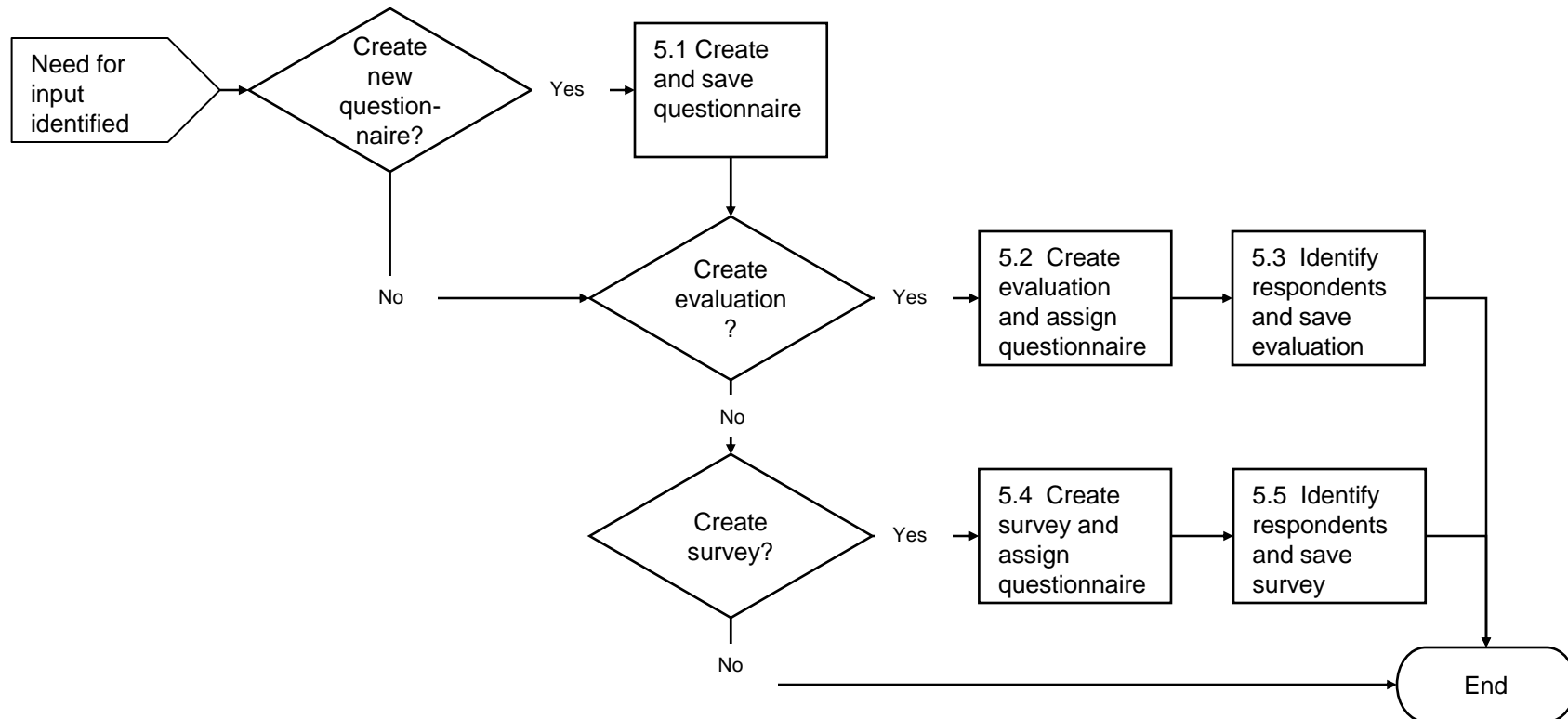
Notifications:

- Class change information sent to registrants/waitlisted registrants and instructors

To-Be Process Flow

5.0.1 Creating/Managing Questionnaires, Surveys and Evaluations (Training Administrator – SFA University staff)

The following process flow has been designed to represent the process of gathering input from External Partners through questionnaires, surveys, and evaluations using the LMS.



To-Be Process Flow

Description

3.0 Creating/Managing Questionnaires, Surveys and Evaluations – This process flow depicts the process of gathering information from the LMS users using surveys and evaluations.

Functional Requirements:

The ability to create a questionnaire form and attach this form to evaluations or surveys for a group of LMS users to complete.

Modules:

Collaborations (web-based module)

Data Requirements:

Questions to include in the questionnaire

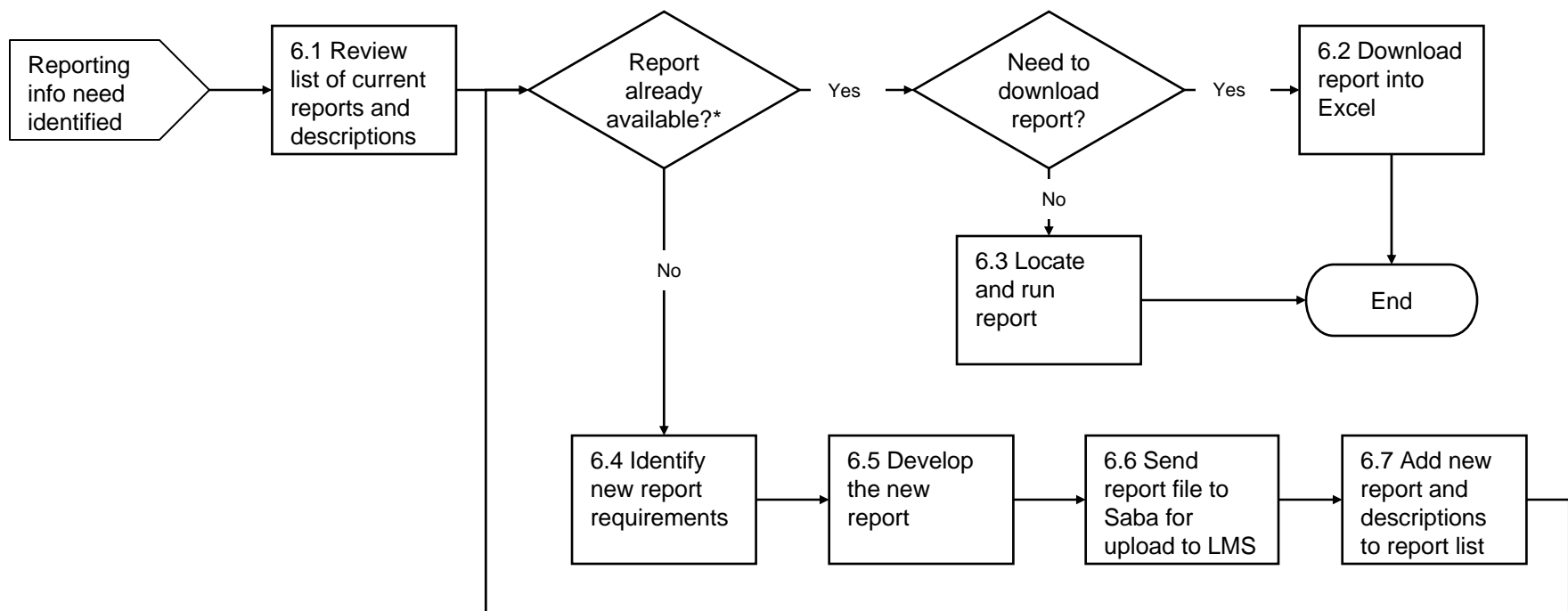
Notifications:

- Request to complete survey or evaluation sent to designated users

To-Be Process Flow

6.0.1 Managing Reports (Training Administrator – SFA University staff)

The following process flow has been designed to represent the process of managing reports using the LMS.



* Developing a new report is the role of the System Administrator.

To-Be Process Flow

escription

.0 **Managing Reports** – This process flow depicts the process of managing reports from the LMS users.

unctional Requirements:

The ability to locate and run available reports, and develop new reports as needed.

odules:

- Catalog, Classes, Collaboration, Content, Resources, Setup (web-based modules)
- Crystal Report Writer – used for creating new reports

ata Requirements:

Report requirements if creating a new report. Otherwise, none.

otifications:

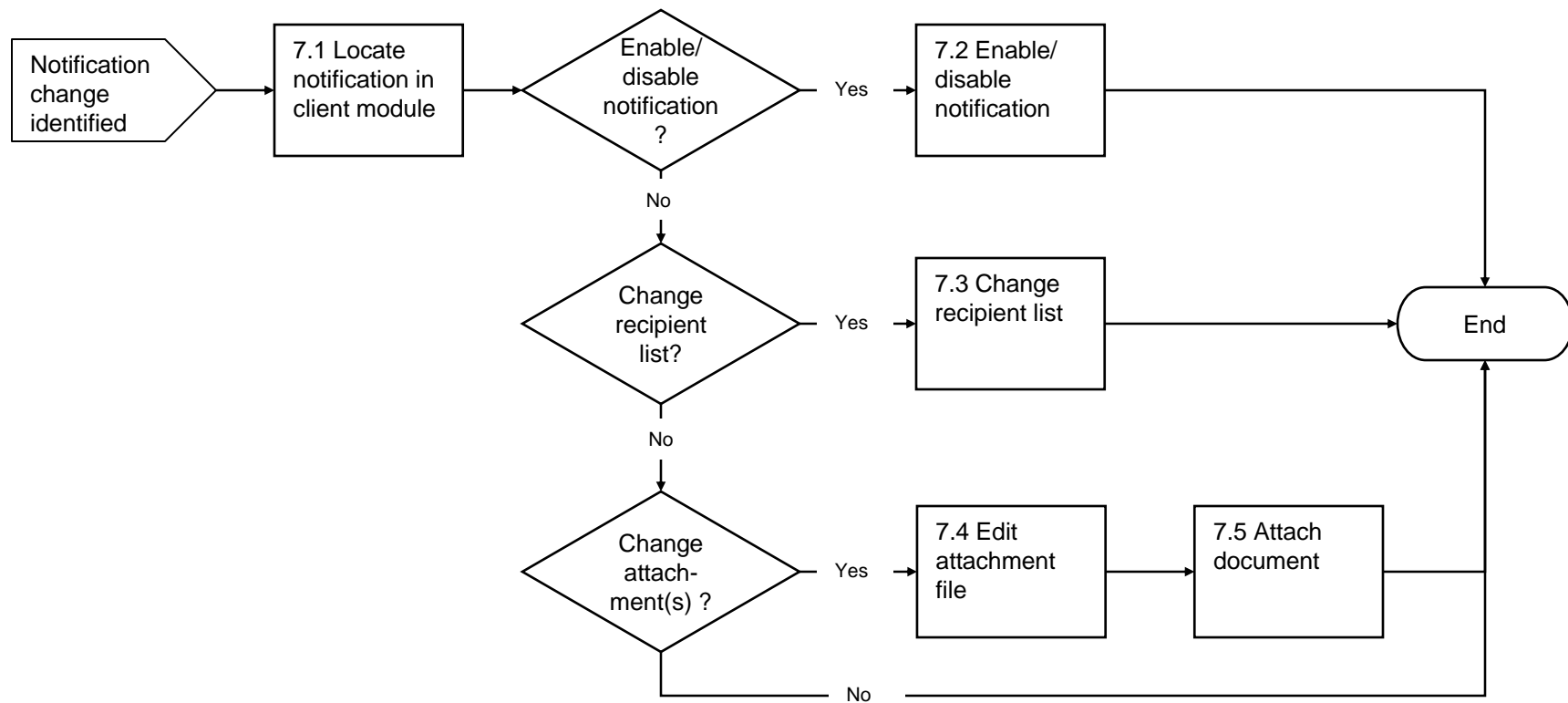
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To-Be Process Flow

7.0.1 Managing Notifications (Training Administrator – SFA University staff)

The following process flow has been designed to represent the process of managing notifications using the LMS.



To-Be Process Flow

description

.0 **Managing Notifications** - This process flow depicts the process of managing notifications using the LMS.

unctional Requirements:

The ability to enable/disable notifications, alter recipient list and attachments.

odules:

System Designer (client module)

ata Requirements:

Recipient list keywords

-

usiness object keywords in notifications

otifications:

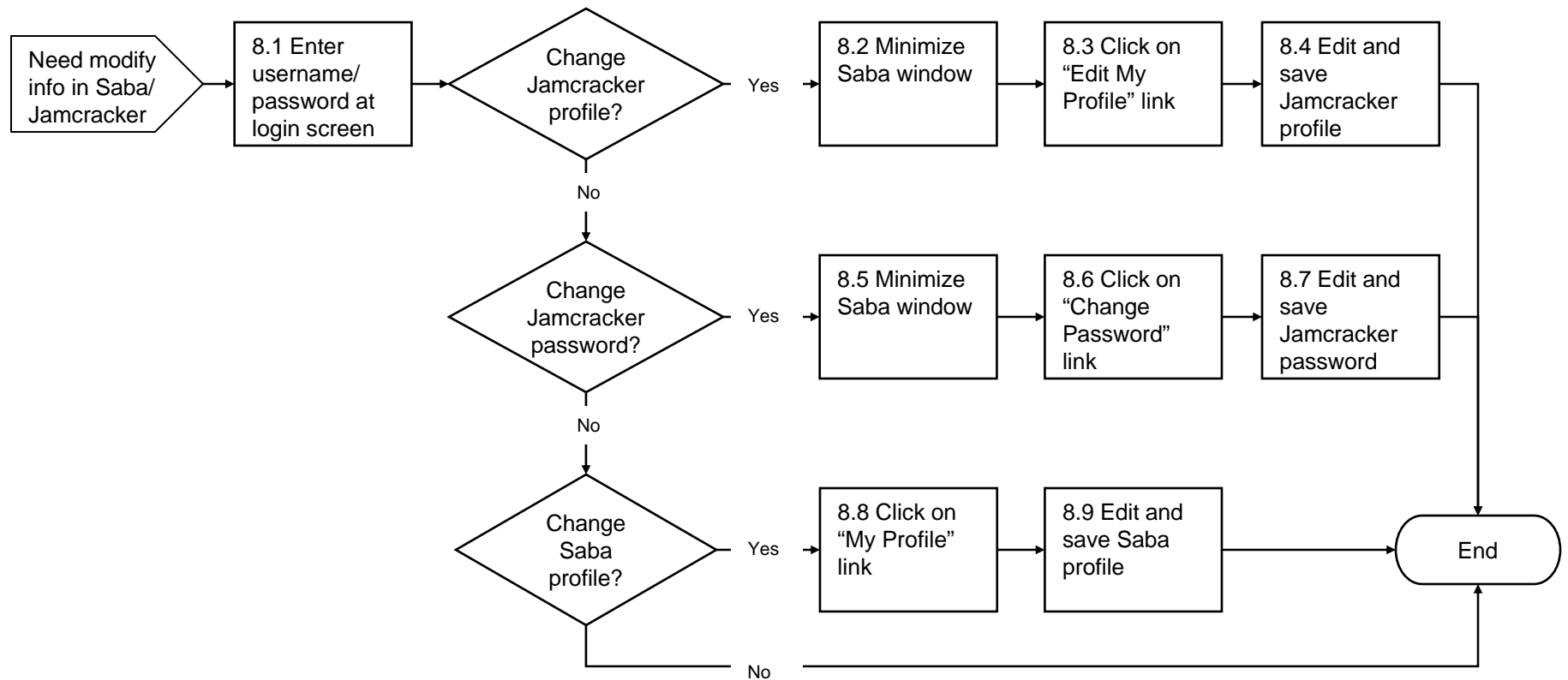
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To-Be Process Flow

8.0.1 Updating Profile and Password (End User)

The following process flow has been designed to represent the process of modifying user information in the LMS.



To-Be Process Flow

description

.0 Updating Profile and Password – This process flow depicts the process of updating Saba and Jamcracker profiles and changing personal password.

Functional Requirements:

The ability to update Saba and Jamcracker profiles and change login password.

Modules:

- Saba My Home (web)
- Jamcracker My Home (web)

Data Requirements:

- Profile information
- Old password